Annexure No. XV

Subject: Standard terms and conditions for appointment of Non-officials as Chairmen/Advisers in Public Sector Undertakings/Departments/Cooperative Organisations.

Will the Financial Commissioner, Revenue and all Administrative Secretaries to Government, Haryana kindly refer to the subject noted above?

2. The question of laying down standard terms and conditions for non-officials appointed as Chairmen/Advisers in Public Sector Undertakings, Cooperative Organisations and departments has been engaging the attention of Government for some time past. After careful consideration, it has been decided to lay down the following standard terms and conditions of their appointments:

(1) TENURE OF OFFICE

The tenure of office shall, in the first instance, be one year from the date of assuming charge; the Government may, however, curtail the period of tenure at any time, or may extend it from year to year.

(2) HONORARIA

Pay or Honorarium may be allowed at such monthly rate as may be agreed, subject to a maximum of Rs.1,000/- (one thousand) per mensa:

Provided that the total value of all emoluments and perquisites except those mentioned in terms (iii) and (iv) of paragraph 4 below, should not exceed the amount of Rs.1,500/- (Fifteen hundred only) per month.
(3) **TRAVELLING ALLOWANCE**

For journeys and halts in connection with the affairs of Undertakings/departments, travelling allowance may be granted at the rates admissible to the State Govt. Officers drawing pay @ Rs.1,000/- p.m.

Provided that a non-official, who is a member of the State Legislature or of the Parliament and is appointed as Chairman/Advisor may be given travelling allowance in accordance with the rules relating to the grant of travelling allowance to the members of Legislative Assembly or Members of Parliament, as the case may be.

(4) **PERQUISITES**

(i) Where the amount of pay/honorarium is notional or nil, free furnished simple accommodation may be provided at a cost not exceeding Rs.1,000/- per mensem.

(ii) In cases not covered by clause (i) above, unfurnished accommodation may be provided at a cost not exceeding Rs.500/- per mensem.

(iii) Telephone facility may be provided at the office as well as at the residence, provided that the total number of local calls, from the residence telephone, shall not exceed 3000 per quarter. The cost of private trunk calls shall be recovered.

(iv) A car may be placed at the disposal of the Chairman for local use and journeys on tour. If the Chairman/Advisor possesses and uses his own car he may be granted an allowance for its maintenance not exceeding Rs.300/-p.m.

(5) **STAFF**

Necessary staff may be provided as per requirements assessed and approved by the competent authority.
3. It is requested that while appointing a non-official as Chairman/Advisor in Public Sector Undertakings/Departments/Cooperative Organisations, the above terms and conditions should be kept in view. The nature of duties, qualitative and quantitative should generally determine the terms and conditions. In each case, terms should be settled on the basis of the nature of duties and proposals in this regard should be referred to Finance Department for their concurrence by the concerned administrative department.

4. This issues with the concurrence of the Finance Department conveyed vide their U.O.No. 1/21/78-(I)/FGI dated 28th February 1978.

Sd/-
Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

To
1. The Financial Commissioner Revenue.
2. All the Administrative Secretaries to Government, Haryana.

U.O.No. 12/6/78.AR dated Chandigarh, the 7th March, 1978.

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